The Pupil Transportation (PI-1547) July 2015 for 2R Charter Schools

The School Financial Services (SFS) team is pleased to invite each 2R Charter School that provided free pupil transportation in the 2014-2015 school year to submitted their ridership data and then receive Pupil Transportation Aid during the 2015-2016 school year. The ridership data for the 'Regular School' will be entered in the Pupil Transportation (PI-1547) Portal. This opportunity was generated by 2015 Act 55, which was enacted on July 12, 2015. ***The PI-1547 Portal will open on August 7, 2015 and it will close on August 28, 2015.*** It will be important that the 2R Charter School work with their auditor as this data maybe audited in the future.

There are three key components in determining if a student is to be included for pupil transportation aid. (a) Distances are measured from the pupil's residence to the school of attendance following the shortest commonly-traveled route. Aid eligibility is based on (b) the student's enrollment and (c) actual usage of the transportation service at least once. Once an eligible, enrolled student establishes usage – even if it is not every day - they are eligible to be counted for transportation aid in one of two categories.

There are two categories of enrollment eligibility – less than or equal to 90 days and more than 90 days. These categories represent students who are enrolled in the district less than 91 days and 91 days or more, respectively, during the regular school year and less than or equal to 15 days and more than 15 days regarding summer school.

To start the process, please proceed to the School Financial Services home page at **http://sfs.dpi.wi.gov/** and under **General Information** select the ninth (9) links **School Finance Reporting Portal**. Now select the first option **Log In to View or Submit Data**. In the box provided enter your "ID" and "Password".

You have reached the 2R Charter School's home page, the **Pupil Transportation (PI-1547)** Portal and the **Pupil Transportation – Summer (PI-1547SS)** will be found under the **Non-Financial Data Home** in the right column. The PI-1547 Portal will collect the ridership data for the past school year. The PI-1547SS will collect the ridership data for summer school in the previous summer. This data will be used to determine the distribution of the allocated pupil transportation aid funds during the 2015-2016 school year.   A few of the features will include:

- On the **Pupil Transportation** page, you will find several links that can assist you in learning about pupil transportation aid.
    - 2R Charter School will not have the ability to review nine (9) years of data, simply by selecting the specific school year, as this is your first opportunity to enter data.
    - The link to an Excel worksheet remains available at the third bullet from the bottom of this page. This worksheet can be used to collect the ridership and calculate the 2R Charter School's transportation aid eligibility.
- After you select 2014-2015, you will advance to the login screen. If you are new to this report, see the **PI-1500 Contact** on the left-hand column for assistance.
- **Pupils Transported to Summer School** page is your next stop. The previously entered data will be displayed.
    - If no data is displayed please follow the directions found in the second statement.
        - "**If you have not already completed the PI-1547SS, please exit this report and complete that report first as the data will be used later in this report.**"
        - This will require a direct contact with Bruce W. Anderson to arrange for the PI-1547SS (2014 summer school) portal to be opened.
            - Bruce.Anderson@dpi.wi.gov

- **Pupils Transported during the Regular School Year** is your next stop.
  - o The curser is in place to start entering your data. Use the **"tab"** key to advance from cell to cell. It will advance you though each data cell for possible data entry.
  - o If you see this statement at the bottom of the chart. *** The categories for 0-2 miles (hazardous) have been disabled because the district does not have a hazardous plan filed with DPI.**
    - ▪ When you attempt to enter a value it will not be recorded, "Tab" through these cells.
    - ▪ 2R Charter Schools that recently submitted Unusually Hazardous Transportation (UHT) plans may need to edit their report after the plan has been formally approved.
    - ▪ To learn more about Unusually Hazardous Transportation (UHT) plans, please review the **"Transportation to Public Schools"** http://sms.dpi.wi.gov/sms_haztrans website or contact **Janice Zmrazek, School Administration Consultant, DPI, 608-266-2803, Janice.Zmrazek@dpi.wi.gov**
  - o If the **"Enter"** key is used, you will move next page.
  - o The **"mouse"** can also be used to move between data cells, if your data is only going in a few of the cells.
  - o Use the **"Enter"** key to advance to the next page.
- **Pupils Transported to Vocational School** page is next.
  - o Few school districts will enter data on this page. If you are one, follow the same process as listed above.
  - o If no data will be entered. Use the **"Enter"** key to advance to the next page.
- **Multi-Year Data Comparison - Reasonability Check** page, in the future, provides you with an opportunity to compare you "Regular School Year" data with the "September Head Count" and the previous three years of data.
- **Miscellaneous** page has two questions to be answered by the 2R Charter Schools.
  - o Each question may generate a response based on the answer selected.
    - ▪ "Fee" question right away
    - ▪ "Special Education" question at near the end of the process.
- The Portal will compare your new data with last year's data and if it has changed by 10% or more an **Explanation of 10% variance** page will require a response.
  - o A narrative answer is required for each question.
    - ▪ This being the first year of data entry for 2R Charter Schools, please enter "year 1 data"
- **Ready to Submit to DPI?** is the next page.
  - o By clicking on the "Submit" button the data entries made will be submitted to DPI.
- The next page, **Data Entry Complete** indicates the report has been submitted.
  - o In the yellow box a link to the **certification page**.
- The **certification page** is explained in the first sentence.
  - o All of your most recent data is visible on this page.
  - o Please check the name of the Administrator and the Clerk near the bottom.
    - ▪ If an error is found in either one, use the link How to **Change names on a certification page** and follow the steps required.
- In the upper right is a **Review Your Answers** link which will connect to screens that will enable navigation within the application, edits for corrections to the data, links to 'Frequently Asked Question' on transportation aid, and access to the data entered in the summer school, regular and vocational school reports.

If you have any questions or concerns as you work to enter data through our renovated portal please email either of the following addresses.

    Bruce.Anderson@dpi.wi.gov   or   dpifin@dpi.wi.gov